

Standing Rules

Women's Council of REALTORS - Western MI Chapter





Standing Rules of the Western MI Chapter of the Women's Council of REALTORS

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STANDING COMMITTEES

Educational Programming

The Education/Programming Committee responsibilities:

1. Presenting an annual educational course, (ex) Performance Management course for the benefit of the local chapter membership. Any member of the Western Michigan Chapter is eligible for the scholarship of \$100 towards this or any other Continuing Education on a first come, first serve basis as long as funds are available. Limit one class per year, per member for refund. Requests for scholarship must be submitted within 30 days of completion.
2. To keep the membership informed of educational opportunities available to them through the Associations, industry related organizations, as well as other Women's council of REALTORS Chapters.
3. Keep in contact with the National/State WCR organizations regarding Performance Management courses being held throughout the state and ensure these are posted.
4. Plan and present a minimum of eight (8) programs consistent with the mission statement. All programs for the year must be in place by February 15th.
5. Communicate with the Marketing Committee for promotion of educational programs at the local level.

Ways and Means Committee

The Ways and Means Committee responsibilities:

1. Planning and implementing fundraising programs to meet the needs of budgeted expenses of the Chapter. Suggestions include:
 - A. Golf Outing
 - B. Chicago Bus Trip



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- C. Christmas Party
 - D. Other - to be approved by the Governing Board
2. Coordinate with marketing committee for promotions, flyers and publicity. Must be reviewed by the Executive Committee.
 3. Submit a budget and plan for each event to the Executive Committee for approval
 4. Solicit sponsors for monthly Educational Luncheon meetings

Marketing Committee

The Marketing Committee Responsibilities:

1. Enhance the Women's Council of REALTORS image in the community through articles and news releases regarding projects and programs of WCR when applicable.
2. Submit articles to the Grand Rapids Association of REALTORS (GRAR) regarding WCR functions and meetings.
3. Actively promote WCR to the membership of the Grand Rapids Association of REALTORS (GRAR)
4. Maintain open communication channels with all committee chairs
5. Promote all local chapter WCR activities as needed.
6. Create a sub-committee to produce a monthly newsletter/calendar for distribution amongst the membership.
7. Produce invitations/postcards/e-vites for WCR Luncheon meetings.

Membership Committee

The Membership Committee Responsibilities:

1. Receive, review, approve and process new applications for all members
2. Create a membership recruiting/retention program promoting membership benefits and membership campaigns.
3. Recognize new members at Chapter Meetings and in newsletter.
4. Organize, update and arrange distribution of membership directory
5. Local affiliate dues shall be \$100 per calendar year. Invoices shall be mailed out NO LATER than November 15 and are due by December 31st. This amount will be subject to change if the Governing Board deems it necessary. Pro-ration of dues will be allowed if an individual joins in the middle of the year.



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6. Membership committee will be overseen by the Vice-President of Membership.
7. New Member Orientation will be held at least two (2) times per year.

Hospitality Committee

The Hospitality Committee Responsibilities:

1. Greet and receive members and guests to the Chapter luncheon meetings each month.
2. Be at all functions 15-20 minutes ahead of time.
3. Verify that the room is set up appropriately (flag, WCR banner, tent cards, microphone and podium)
4. Arrange for registration and sign in at the Chapter Meeting along with Secretary and Treasurer.
5. Take reservations each month and confirm with meeting place establishment.
6. Send out form letters that are prepared by the Treasurer for unpaid reservations and apprise Treasurer of such.
7. No charge for State Officers when they attend Chapter meetings or for speakers/sponsors
8. Send out Thank You notes to guests that attend luncheon meetings
9. Send memorials in the amount of \$25 to the charity of the bereaved family's choice in the event of a death in the immediate family of the Governing Board Committee or as otherwise agreed upon by the Governing Board.

Nominating Committee

The Nominating Committee Responsibilities:

1. Consists of the previous year's Member of the Year recipients
2. Obtain special gifts, awards, cards and or/flowers by the request of the President or other member of the Executive Board.
3. Receive applications for and select the REALTORS Member of the Year as well as the Affiliate Member of the Year and secure plaques for the same.
4. Invite and make arrangements for both Members of the Year to attend the WCR State Chapter banquet as the Chapter guests.



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5. Be responsible for maintaining the list of past Members of the Year for the local WCR Chapter directory.

Audit Committee

The Audit Committee Responsibilities:

1. Consists of three (3) members, one of whom shall be a past Treasurer. This committee is not to include the current President due to conflict of interests.
2. Meet twice per year to review all financial records kept by the Treasurer.
3. Be certain that all records balance with the bank records: that all deposits have been made appropriately, that all disbursements have been made in accordance with the receipts issued.
4. Report to the general membership annually with a written report.



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ADMINISTRATIVE

The Governing Board consists of:

- President
- President-Elect (automatically succeeds to Office of the President)
- Vice-President of Membership
- Secretary
- Treasurer
- Committee Chairpersons
- Most recent Past President willing to serve

Attendance: It is imperative that all Governing Boards members attend all meetings. In the event a Governing Board member has three (3) unexcused absences, he/she may be considered for replacement.

Duties of the Officers: (terms begin Jan 1)

President shall:

- A. Attend WCR State and National meetings, i.e. Workshops, Governing Board sessions, Orientations as deemed necessary when feasible.
- B. Instruct the Secretary to distribute copies of the Current Bylaws and Standing Rules of Officers and Chairpersons.
- C. Prepare written Agenda and distribute report of all pertinent information received from the National and State organization.
- D. Prepare and print Agenda and minutes of all Board and General Meetings
- E. Responsible for submitting all State and National reports.
- F. Obtain copy of Leadership Manual for each incoming officer at Chapter expense. The Leadership Manual should include the Bylaws, Standing Rules and Expense Reports. Review duties with each Officer and Committee Chairperson.
- G. Sign checks in the absence of the Treasurer.
- H. Make sure gavel is at all meetings
- I. Be knowledgeable of Bylaws and Standing Rules.



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President-Elect shall:

- A. Be a Liaison to the Program/Education Committee and plan Agenda for the Year.
- B. Attend the Leadership Academy in August.
- C. Attend WCR State and National meetings.
- D. Fill in for the President in the case of his/her absence.
- E. Be knowledgeable of the Bylaws and Standing Rules.

Vice President of Membership shall:

- A. Oversee the Membership Committee
- B. Keep a current Roster of members and make sure all members have access to the Roster.
- C. Recruit new members
- D. Be knowledgeable of Bylaws and Standing Rules.

Treasurer shall:

- A. Keep a ledger showing receipts and disbursements
- B. Deposit all funds upon receipt in accounts designated by the Governing Board.
- C. Write and sign checks (all bank accounts shall include Treasurer and President on signature card)
- D. Help prepare the yearly Budget.
- E. Prepare statement for the Governing Board meetings showing approved Budget and year-to-date figures, subject to audit. Each Fundraiser or Project to be shown on separate report and attached for reference.
- F. Send checks for reimbursement of approved classes
- G. Reimburse Officers' expenses as allowed by the Budget and Travel section. All expenses should be presented during year of office by December 15th to facilitate closing of books by December 31st. See travel section for approved expenses.
- H. Treasurer will not pay any expense request if the Checking Account balance reaches less than \$3000.00 without Governing Board approval.
- I. Notify National WCR organization of any Chapter dues change per Bylaws.



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Secretary shall:

- A. Record minutes of all Executive Committee meetings, Governing and General Membership meetings. Minutes for Executive Committee meetings shall be printed on Green Paper, General Membership on Yellow paper.
- B. Maintain attendance records and documents pertinent to the meetings. File originals in the Western Michigan Chapter Minute Book.
- C. Distribute copies of the minutes to the President within two weeks of the meeting. Distribute copies of minutes at General Membership Meeting.
- D. Furnish the Governing Board Members with current Bylaws and Standing Rules.
- E. Immediately following Annual Elections of Officers, file a report to Executive Vice-President of State WCR with names and addresses.
- F. Serve as a Liaison on Hospitality and Marketing Committee.



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OFFICER TRAVEL REQUIREMENTS AND REIMBURSEMENTS

1. Only Officers who are required to travel to required events will be eligible. Others may be permitted to travel as voted necessary by the Governing Board. Ex. Only President and President-Elect will travel to Mid-Year and Nationals. Secretary and Treasurer would not leave the State unless required. When appropriate in our Budget, the Vice-President of Membership would be considered for travel to Mid-Year.
2. All meetings including Governing Board meetings during Mid-Year and Nationals must be attended while traveling for WCR.
3. Reports should be submitted at the first Governing Board meeting upon your return detailing the events and speakers, important information/changes and expenses incurred. Additional expenses incurred during the trip will not be reimbursed until the report is presented to the Governing Board.
4. A brief speech (less than 5 minutes) or a written copy of a report (minus expenses) must be provided to the General Membership at the next Luncheon.
5. Officers are expected to carpool as much as possible when traveling. Mileage will be refunded. Mapquest @ 51 cents per mile.
6. When staying in a hotel, officers are expected to share rooms as much as possible and rooms should be booked at the Convention Rate. If you choose not to share your room (Stay 1 Officer per room), you will only be reimbursed for 50% of the room. Phone calls will not be reimbursed.
7. Officers shall be refunded for Coach Airfare, standard mileage (if driving) fares, Registration costs, transport to and from the Convention/Meeting only, and hotel fees. No rental car fees will be reimbursed.
8. Prior to your travel, you can be reimbursed for your Registration, Airfare and Hotel estimate if funds are available provided third part documents such as copies of Registration form and Airline receipts are provided. If travel is not completed, you must return the entire amount to the Treasurer immediately.



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9. Meals not included in the Registration will be refunded up to \$55 per Diem (no receipts are required). Alcohol will never be reimbursed.
10. For flights, it is expected that you will strive to find a competitive rate.
11. Treasurer to have the ability to review receipts and submit concerns to the Governing Board. Treasurer will not reimburse expenses that exceed the approved Budget.